



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
MILLINGTON DETACHMENT
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-6510

**COMMANDER, NAVY INSTALLATIONS (N221)
RECREATION SERVICES ASSESSMENT FOR FORCES AFLOAT**

Subj: UNIT RECREATION ASSESSMENT

Ref: (a) BUPERSINST 1710.16 (Administration of Recreation Programs
Afloat)
(b) SECNAVINST 5760.14C (Navy Relief Society Loan Assistance
for Emergency Leave Travel)
(c) COMNAVPERSCOM letter 1710/PERS-651 dated 8 Oct 99
(d) OPNAVINST 5100.25A (Navy Recreation, Athletics and
Home Safety Program)

1. Per references (a) through (d), subject assessment was conducted
as follows:

- a. Date of assessment:
- b. Command:
- c. Commanding Officer:
- d. Assessor:

RECAPITULATION OF FUNCTIONAL AREA RATINGS

	SAT	UNSAT	N/A
Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Oversight	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unauthorized expenditures and/or practices		<input type="text"/>	
Procurement	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Recreation Programming	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resale Program	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enclosure (1)

GENERAL INFORMATION

- a. ISIC:
- b. Executive Officer:
- c. Senior Member of Audit Board:
- d. Recreation Services Officer:
- e. Fund Custodian:
- f. Committee/Council/Board Head:

g. Complement:

	Crew	Staff	Air Det	USMC	Total
Men					
Women					
Total					

ADMINISTRATION**SAT UNSAT N/A**

- A. REFERENCES. Are the following references held on board?
(Reference (a), enclosure (1), appendix A article 1g)

(1) BUPERSINST 1710.11C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) DOD 7000.14-R, Volume 13 (Superceded NAVSO P-3520)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) BUPERSINST 7010.15 (Superceded NAVMILPERSCOMINST 7010.2A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) BUPERSINST 1710.16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- B. LETTERS OF DESIGNATION

Personnel may be designated individually by letter or collectively on an up-to-date Collateral Duties List.

Title	Appt Date			
(1) Recreation Services Officer (RSO) (Reference (a), enclosure (1), article 3b)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Fund Custodian (Reference (a), enclosure (1), article 3c)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATION (CONTINUATION)

Appt Date

SAT**UNSAT****N/A****B. LETTERS OF DESIGNATION**

(3) Recreation Committee/Council/Board
(Reference (a), enclosure (1), articles
4a, 4b and 4c and enclosure (2)
appendix C, section B, articles 3c(3),
3c(4) and 3c(5))

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(4) Audit Board
(Reference (a), enclosure (1), article
4d and enclosure (2), appendix C,
section B, article 3c(8))

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(5) Receiving Agent
(Reference (a), enclosure (2),
appendix C, section B,
article 3c(8))

☐☐☐

(6) Signatories on bank accounts
(Reference (a), enclosure (2),
appendix C, section B,
article 3c(7))

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(7) Contract Review Board
(Reference (a), enclosure (1),
article 4e)

☐☐☐**C. CORRESPONDENCE, LETTERS OF RELIEF, MEETING MINUTES**

DOCUMENT

DATE

(1) Letter Designating COMNAVPERSCOM as
Successor in Interest to bank account(s).
(Reference (a), enclosure (2) article 12)

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(2) Recreation Services Officer Report
of Relief.
(Reference (a), enclosure (1), article 3b)

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(3) Fund Custodian Report of Relief
(Reference (a), enclosure (1), article 3c)

☐☐☐

(4) Minutes of Recreation Committee/
Council/Board meetings annotating action
taken by the Commanding Officer.
(Reference (a), enclosure (1),
appendix A, article 1i)

(most recent
meeting)☐☐☐

ADMINISTRATION (CONTINUATION)

SAT UNSAT N/A

D. TRAINING

(1) Has the Recreation Services Officer attended the 4-day Fleet Recreation Management Course?

(Reference (a), enclosure (1), article 2)

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(2) Has the Fund Custodian attended the 4-day Fleet Recreation Management Course?

(Reference (a), enclosure (1), article 2)

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E. SHIPBOARD INSTRUCTIONS, POLICIES AND SOPS

(1) Does the ship have a policy or instruction addressing emergency loans?

(Reference (a), enclosure (1), appendix A, article 1jj, reference (a) article 4b(3) and reference (b))

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(2) Does the ship have an instruction or standard operating procedure for a discount ticket sales program?

(Reference (a), article 4b(3))

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(3) Does the ship have an instruction or standard operating procedure for a ticket rebate program?

(Reference (a), article 4b(3))

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(4) Does the ship have an instruction or standard operating procedure for divisional parties/unit allocations and does it address the following?

Yes/No

(a) Request chit.

(b) Number of personnel in attendance.

(c) Use-or-lose policy concerning funds.

(d) Receipts/return of unused funds.

(e) Maximum amount of \$2.50/person/quarter.

(Reference (a), enclosure (1), appendix A, article 1.nn and reference (a) article 4b(3))

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(5) Does the ship have a policy or instruction on recreation vehicle usage and maintenance and does it cover the following:

Yes/No

(a) Driver qualification.

(b) Driver responsibility.

(c) Scheduled maintenance responsibilities.

(d) Check-in/check-out procedures.

(e) Vehicle/key control.

(f) Appropriate use of recreation vehicle.

(g) Accident procedures.

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ADMINISTRATION (CONTINUATION)**SAT UNSAT N/A**

(5) Vehicle usage and maintenance (continuation)
(Reference (a), enclosure (1), appendix A,
article 1.00, reference (a) article 4b(3) and
reference (a), enclosure (3) appendix A, article 4)

ADMINISTRATION OVERALL☐ ☐ ☐**FINANCIAL MANAGEMENT**

A. Does the Fund Custodian maintain an accurate Receipt
and Expenditure Log?

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(Reference (a), enclosure (2), article 22a and
reference (a), enclosure (2), appendix C,
section F, article 4A(1)(b))

B. Is a Statement of Operations and Net Worth prepared
at the end of each month, summarizing the month's
income/expenses, and submitted to the Commanding
Officer?

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(Reference (a), enclosure (2), article 22b and
reference (a), enclosure (2), appendix C,
section F, article 4a(1)(c))

C. Does the command have a recreation fund budget?

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(Reference (a), enclosure (2), appendix C,
section F, articles 1c and 4a(1)(a))

D. Is there a letter of authorization for the
person responsible for the petty cash
fund?

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Date of letter: _____

(Reference (a), enclosure (2), appendix C,
section C, article 4b(1))

E. Are checks printed like this example?

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Recreation Fund, USS MORRIE (CGN 42)
FPO AZ 12345-6789
EIN 62-1744056

(Reference (a), enclosure (1) appendix A,
article 1m(5) and reference (c))

F. Are change funds (if any) established in
writing by the Fund Custodian?

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(Reference (a), enclosure (2), appendix C,
article 4b(1))

FINANCIAL MANAGEMENT (CONTINUATION)**SAT UNSAT N/A**

- G. Are signed copies of the Recreation Fund Financial Statement (NAVPERS 7010/2) for the last 3 fiscal years on file?

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Date of most recent statement: _____

(Reference (a), enclosure (2), article 24)

- H. Are financial records for the past three years on file?

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(Reference (a), enclosure (2), article 24)

- I. Is the financial institution holding the command's funds federally insured by the FDIC or FCUA?

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(Reference (a), enclosure (2), article 11)

- J. Name/address of financial institution:

FINANCIAL MANAGEMENT OVERALL☐ ☐ ☐**FISCAL OVERSIGHT**

- A. Recapitulation of Cash Assets Amount

(1) Undeposited receipts/cash on hand: _____

(2) Savings Account _____

(3) Checking Account _____

(4) Petty Cash Account, Cash _____

(5) Petty Cash Account, Vouchers _____

(6) Total value of Change Funds _____

Total value of cash assets _____

- B. Does the Audit Board meet semi-annually to audit the accounts of the recreation fund each March and September and/or when the Fund Custodian is relieved?

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Date of last audit report sighted: _____

Date of previous audit report sighted: _____

(Reference (a), enclosure (2), article 25b(1))

- C. Does the Audit Board validate the Savings/Checking account statement and checkbook register?

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Date of last checking statement sighted: _____

Date of last checkbook register sighted: _____

(Reference (a), enclosure (2), article 25b(5))

FISCAL OVERSIGHT (CONTINUATION)

SAT UNSAT N/A

D. Does the Audit Board validate the Receipt and Expenditure Log each month?

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Date of last record sighted: _____

Date of last checkbook register sighted: _____

(Reference (a), enclosure (2), article 25b(5))

E. Petty Cash Account

(1) Does the Audit Board or other competent authority conduct a surprise cash count each quarter?

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Date of last record sighted: _____

(Reference (a), enclosure (2), article 25b(5))

(2) Is the Petty Cash Fund replenished by check? (Reference (a), enclosure (1) appendix A, article m(1)(b))

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(3) Are signed Petty Cash Vouchers (NAVCOMPT Form 743) used to substantiate each disbursement? (Reference (a), enclosure (1) appendix A, article 1m(1)(c))

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(4) Does the sum of petty cash and vouchers equal the amount of the fund authorized by the Commanding Officer?

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(a) Amount authorized by CO: _____

(b) Sum of petty cash and vouchers: _____

(c) Difference: _____

(Reference (a), enclosure (1) appendix A, article 1m(1)(a) and reference (a), enclosure (2), appendix A, Section C, article 4b(1))

F. Checking and Savings Accounts

(1) Does the checking account earn interest?

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(Reference (a), enclosure (1), appendix A, article 1m(9))

(2) Are voided checks attached to the stub with the routing numbers and signature space removed? (Reference (a), enclosure (1), appendix A, article 1m(7))

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(3) Are duplicate deposit slips or bank receipts retained on file for all deposits to checking and savings accounts?

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(Reference (a), enclosure (2), appendix C, article 4c(2)(c)(2d))

FISCAL OVERSIGHT (CONTINUATION)**SAT UNSAT N/A**

- F. (4) Are all checking account disbursements validated by receipt's, dealer's sales slips or invoices?
(Reference (a), enclosure (1), appendix A, article 1m(3) and reference (a), enclosure (2), appendix C, article 4c(3)(d)2g) ☐ ☐ ☐
- G. Are liabilities incurred against the fund approved by Commanding Officer or their designated representative?
(Reference (a), enclosure (1), appendix A, article 1s) ☐ ☐ ☐
- H. Are there sufficient cash resources on hand to meet outstanding obligations?
(Reference (a), enclosure (1), appendix A, article 1t) ☐ ☐ ☐
- I. Are bills paid when due or not later than 30 days from the date of incurrence?
(Reference (a), enclosure (1), appendix A, article 1t) ☐ ☐ ☐
- J. Notwithstanding the tax-exempt status of a ship's recreation fund, has the command paid taxes or had taxes withheld from its checking or savings accounts?
(Reference (a), enclosure (1), appendix A, article 1t and reference (a), enclosure (2), article 7a) ☐ ☐ ☐
- K. Has the command borrowed funds or established lines of credit (including credit cards) with private financial institutions?
(Reference (a), enclosure (2), article 5b(4)) ☐ ☐ ☐

FISCAL OVERSIGHT OVERALL☐ ☐ ☐**PROCUREMENT****SAT UNSAT N/A**

- A. Are Purchase Orders (NAVCOMPT 2213 or DD-1155) used for all commercial procurements other than those items purchased with petty cash?
(Reference (a), enclosure (3) article 10) ☐ ☐ ☐
- B. Are Purchase Orders pre-numbered beginning with the fiscal year?
(Reference (a), enclosure (2), appendix C, section D, article 4b) ☐ ☐ ☐
- C. Are a minimum of 3 competitive bids obtained for purchases exceeding established thresholds?
(Reference (a), enclosure (3), article 8b) ☐ ☐ ☐

PROCUREMENT (CONTINUATION)**SAT UNSAT N/A**

D. Are all contracts or purchases exceeding established thresholds approved by a Contract Review Board?
(Reference (a), enclosure (3), articles 5 and 8c)

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E. Are Purchase Orders, checks and debit cards properly secured?
(Reference (a), article 20 and reference (a), enclosure (2), appendix C, section C, article 4d(2)(b))

☐ ☐ ☐**PROCUREMENT OVERALL**☐ ☐ ☐**PROPERTY MANAGEMENT**

A. Are individual property records maintained for all property which has a unit acquisition cost exceeding \$300 and a useful life greater than 2 years?
(Reference (a) enclosure (3) article 13a)

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B. Is an inventory maintained for all property which has a unit acquisition cost exceeding \$300 and a useful life greater than 2 years?
(Reference (a) enclosure (3) article 13b)

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C. Are adequate local controls in place to safeguard property which has a unit acquisition cost less than \$300 or a useful life less than 2 years?
(Reference (a) enclosure (3) article 12)

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D. For property with a unit acquisition cost of \$300 or more and a use life greater than 2 years, are physical inventories conducted by the Audit Board in September and March and/or upon relief of the Recreation Services Officer?

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(1) Date of last inventory sighted: _____

(2) Date of previous inventory sighted: _____

(Reference (a) enclosure (2) article 25b(4))

E. Is a Certificate of Disposition (NAVCOMPT 2212) used to document the disposal of property having a unit acquisition cost of \$300 or more and a useful life greater than 2 years?
(Reference (a), enclosure (3) article 13 e and reference (a), enclosure (2), appendix C, section E, article 4a(4))

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PROPERTY MANAGEMENT (CONTINUATION)**SAT UNSAT N/A**

F. Are inventory numbers permanently affixed to all property having a unit acquisition cost of \$300 or more and a useful life greater than 2 years?
(Reference (a), enclosure (3), article 12)

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G. Is a simple check-out system being used to issue gear locker equipment?
(Reference (a) article 4b(3))

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H. Is there a simple preventive maintenance program to ensure all fitness and recreation equipment is safe and available for use and does it address the following?

Yes/No

(1) Cleaning schedule for all equipment. _____

(2) Mechanical inspection of all equipment. _____

(3) Lubrication requirements. _____

(4) Reporting system for broken equipment _____

(5) Guidelines for proper use of equipment _____

(Reference (a) article 4b(3))

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I. Does visual inspection of fitness equipment indicate that maintenance and repairs are being conducted?
(Reference (d))

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J. Does visual inspection of fitness equipment indicate that it is being cleaned properly and regularly?
(Reference (d))

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K. Does the command maintain an inventory of commonly used spare and repair parts for fitness equipment?
(Reference (d))

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L. Does the command have personnel on board who have attended fitness equipment repair training? Alternatively, does the command hold repair and maintenance manuals for their equipment?
(Reference (d))

☐ ☐ ☐**PROPERTY MANAGEMENT OVERALL**☐ ☐ ☐**RECREATION PROGRAMMING**

A. Does the Recreation Services Officer attend meetings of the Recreation Committee/Council/Board?
(Reference (a), enclosure (1), articles 4a(1) and 4b(1))

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RECREATION PROGRAMMING (CONTINUATION)**SAT UNSAT N/A**

- B. Is information about programs and activities of the local MWR Department and local community readily available? Examples include brochures, maps, flyers and posters.
(Reference (a), enclosure (1), article 6a)

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- C. Does the command maintain information on recreation and tour opportunities in liberty ports?
List the most popular liberty port programs:

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(Reference (a), enclosure (1), article 6f)

- D. Does the command promote participation in sports?
List sports in which crew members actively participate:

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(Reference (a), enclosure (1), article 8a)

- E. Does the homeport recreation program meet crew needs?
List the most popular homeport programs:

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(Reference (a), enclosure (1), article 6a)

- F. Does the underway recreation program meet crew needs?
List the most popular programs offered by the command:

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(Reference (a), article 4b(1))

RECREATION PROGRAMMING OVERALL☐ ☐ ☐

RESALE PROGRAM

	SAT	UNSAT	N/A
A. Has the Resale Custodian been designated in writing by the Commanding Officer? (Reference (a), article 4b(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are selling prices and mark-up percentages approved by the Commanding Officer and established in writing? (Reference (a), article 4b(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is access to resale stock limited to the Resale Custodian? (Reference (a), enclosure (3), article 12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are 3-part receipts used to document sales exceeding \$3.00? (Reference (a), enclosure (2), section C, article 4c(2)(c) <u>1</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are there locally developed procedures to document sales which total less than \$3.00? (Reference (a), enclosure (2), section C, article 4c(2)(c) <u>1</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Does the Resale Custodian deposit cash receipts when the accumulated total exceeds \$100.00? (Reference (a), enclosure (2), section C, article 4c(2)(c))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are Daily Activity Records (NAVCOMPT 2211) used properly? (Reference (a), enclosure (2), article 16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Does the audit board conduct surprise cash counts on a quarterly basis? (Reference (a) enclosure (2) article 25b(5))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Does the cash on hand equal cash receipts plus the amount of the change fund? (Reference (a), enclosure (2), appendix C, article 4a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Is resale stock inventoried once a month using an Inventory Record (NAVCOMPT 2215) or similar form. (Reference (a), enclosure (3), articles 14a and 14b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Is the Resale Inventory Reconciliation form completed after each monthly inventory? (Reference (a), enclosure (3), article 14e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESALE PROGRAM (CONTINUATION)**SAT UNSAT N/A**

L. Are emblematic special orders place for groups
vice individuals?

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(Reference (a), enclosure (4), article 5m)

M. Are food resale items limited to pre-packaged
non-perishable items?

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(Reference (a), enclosure (2) article 2e)

RESALE PROGRAM OVERALL☐☐☐

REMARKS

ADMINISTRATION

		SAT	UNSAT	N/A
A1	BUPERSINST 1710.11C on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2	DOD 7000.14-R on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3	BUPERSINST 7010.15 on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4	BUPERSINST 1710.16 on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B1	LOD - Rec Services Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2	LOD - Fund Custodian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3	LOD - Rec Committee/Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4	LOD - Audit Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5	LOD - Receiving Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6	LOD - Signatories on bank accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7	LOD - Contract Review Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C1	Successor in Interest letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2	RSO report of relief letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3	Fund Custodian report of relief letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4	Minutes of Rec Committee meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1	RSO graduate of FRMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2	Fund Custodian graduate of FRMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E1	SOP - Emergency loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2	SOP - Discount ticket sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3	SOP - Ticket rebate program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4	Divisional Party/Unit Allocation instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5	Instruction - Rec Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTALS - ADMINISTRATION

FINANCIAL MANAGEMENT

A	Receipt and Expenditure Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Operations and Net Worth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Letter authorizing petty cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Check printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Change fund established in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	NAVPERS 7010/2 on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Three years of financial records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	FDIC/FCUA insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTALS - FINANCIAL MANAGEMENT

FISCAL OVERSIGHT

B	Semi-annual audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Audit board validates checking/savings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Audit board validates Ops and Net Worth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E1	Petty Cash - Quarterly surprise cash count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2	Petty Cash - Replenished by Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3	Petty Cash - Vouchers used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4	Petty Cash - Equal authorized amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F1	Checking - Interest bearing account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FISCAL OVERSIGHT (CONTINUATION)

F2	Checking - Voided checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F3	Checking - Copies of deposit slips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F4	Checking - Receipts and invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	CO approve liabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Sufficient cash on hand to pay bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Bills paid on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Taxes paid or withheld	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Borrowing from commercial sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS - FISCAL OVERSIGHT		_____	_____	_____

PROCUREMENT

A	Purchase orders used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Purchase orders pre-numbered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	3 Bids used when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Contract review of bids over \$10k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Checks and P.O.s properly secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS - PROCUREMENT		_____	_____	_____

PROPERTY MANAGEMENT

A	Property records used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Inventory kept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Controls in place for low-cost items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Semi-annual inventories done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Certificate of Disposition used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Inventory numbers permanently affixed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Gear locker check-out system in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Equipment maintenance program in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Equipment maintenance - Evidence of being done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Equipment maintenance - Evidence of cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Equipment maintenance - Spare parts on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	Equipment maintenance - Training/repair manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS - PROPERTY MANAGEMENT		_____	_____	_____

RECREATION PROGRAMMING

A	RSO attend meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Information about local opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Information about liberty ports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Promotion of sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Inport activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Underway activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS - REC PROGRAMMING		_____	_____	_____

RESALE PROGRAM

A	Resale Custodian designated in writing
B	CO approval of mark-ups and pricing
C	Access to resale stock limited
D	3-part receipts for sales over \$3.00
E	Procedures for sales less than \$3.00
F	Deposits of receipts totaling more than \$100.00
G	DARs being used
H	Audit board, surprise cash counts quarterly
I	Cash on hand reconcile with change fund and sales
J	Resale stock inventoried monthly
K	Resale reconciliation form used
L	Emblematics for groups vice individuals
M	Foods limited to pre-packaged items

TOTALS - RESALE PROGRAM
